



OFFICERS AND CIVILIANS SPOUSES' CLUB  
HEADQUARTERS, UNITED STATES EUROPEAN COMMAND  
CMR 480, BOX 1319  
APO AE 09128

### OCSC Welfare Request Guidelines

All eligible applicants must complete the OCSC Welfare Application Form and return it to the Welfare Committee Chairperson by the 15th of the month. All requests not received by the 15th of the month will be held until the following month. Please provide as many details about your request as possible to expedite the process. Should the Welfare Committee have questions or concerns we will need to contact you. If contact is not made, the Welfare request will not be taken before the OCSC Governing Board. The application process is approximately 20 days.

The application is reviewed in confidence by the OCSC Welfare Committee and taken before the OCSC Governing Board for approval. The OCSC Welfare Chairperson will then notify the applicant of the outcome. If the application is approved, the funds will be accompanied by the Welfare Funds Recipient Documentation which must be completed and returned to the OCSC within 60 days of the receipt of funds. Failure to return the Welfare Funds Recipient Documentation may result in your next request not being considered for a period of one year.

### Eligibility:

1. Requests must be made by an officially recognized group or private organization. No personal requests will be accepted.
2. The request must be made in advance of the event. No reimbursement of funds will be made.
3. The request must be made using the OCSC requesting procedures.
4. The organization requesting funds has two opportunities to receive funds throughout the OCSC fiscal year (June 1 to May 31). This will not be exceeded.
5. As a general rule, the Welfare Committee does not honor requests for food items.

D'Lynn Phelps  
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